



Example of Reporting Team Leader Job Description

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Our company is growing rapidly and is looking for a reporting team leader. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for reporting team leader

- Establishing and developing service offering responding to the clients expectations
 - You and you team will work with Liquidity Analysts and various Stakeholders globally to assist in gathering information and documenting requirements, represent the team on calls and discussions
 - Regular process and documentation reviews
 - Ensuring operational control is in place and documented and identify failures, missing controls and seek for solutions, and ensure controls are properly reflected on the process control sheets
 - Manage risk and ensure full compliance of daily operations
 - Manage stakeholders and collaboration on-site front-to-back and globally
 - Co-ordinate and facilitate staff training, problem resolution and defect communication to IT
 - Represent LMR Poland in IT related projects such as system re-platform or data sourcing and ensure proper information flow between IT, Change, Liquidity teams & Treasury
 - Responsible to Hire, Train, Develop and correctly allocate the required personnel as per the Hand Shake with the customers
 - Responsible to have the Individual Performance Management (IPM) discussions and ensure development of resources both for their competences and careers
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- Prioritisation of team outputs
- Minimum experience • 6 to 8 years of work experience with team management skills managing a analytics or MIS and Quality control team
- 5+ sales analysis and reporting experience
- 5+ COBOL/Mainframe experience
- IMS/DB/DC skills
- Experience leading mid-sized teams